# REPORT OF THE AUDIT OF THE WASHINGTON COUNTY FISCAL COURT

For The Fiscal Year Ended June 30, 2002



# EDWARD B. HATCHETT, JR. AUDITOR OF PUBLIC ACCOUNTS www.kyauditor.net

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#### **EXECUTIVE SUMMARY**

# AUDIT EXAMINATION OF THE WASHINGTON COUNTY FISCAL COURT

# For The Fiscal Year Ended June 30, 2002

The Auditor of Public Accounts has completed the Washington County Fiscal Court audit for fiscal year ended June 30, 2002. We have issued an unqualified opinion on the financial statements taken as a whole. Based upon the audit work performed, the financial statements are presented fairly in all material respects.

#### **Financial Condition:**

Fund balances decreased by \$406,861 from the beginning of the year, resulting in a cash surplus of \$614,479 as of June 30, 2002.

#### **Debt Obligations:**

Capital lease principal agreements totaled \$108,808 as of June 30, 2002. Future principal and interest payments of \$133,798 are needed to meet these obligations.

#### **Deposits:**

The fiscal court's deposits were insured and collateralized by bank securities or bonds.

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# EDWARD B. HATCHETT, JR. AUDITOR OF PUBLIC ACCOUNTS

To the People of Kentucky
Honorable Paul E. Patton, Governor
Gordon C. Duke, Secretary
Finance and Administration Cabinet
Dana Mayton, Secretary, Revenue Cabinet
Honorable John A. Settles, Washington County Judge/Executive
Members of the Washington County Fiscal Court

#### **Independent Auditor's Report**

We have audited the accompanying statement of assets, liabilities, and equity arising from cash transactions of Washington County Kentucky as of June 30, 2002, and the related statement of cash receipts, cash disbursements, and changes in cash balances for the year then ended. These financial statements are the responsibility of the Washington County Fiscal Court. Our responsibility is to express an opinion on these financial statements based on our audit.

We conducted our audit in accordance with auditing standards generally accepted in the United States of America, the standards applicable to financial audits contained in Government Auditing Standards issued by the Comptroller General of the United States, and the Audit Guide for Fiscal Court Audits issued by the Auditor of Public Accounts, Commonwealth of Kentucky. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinion.

As described in Note 1, Washington County, Kentucky, prepares its financial statements on a prescribed basis of accounting that demonstrates compliance with the modified cash basis and laws of Kentucky, which is a comprehensive basis of accounting other than accounting principles generally accepted in the United States of America.

In our opinion, the financial statements referred to above present fairly, in all material respects, the assets, liabilities, and equity arising primarily from cash transactions as of June 30, 2002 of Washington County, Kentucky, and the revenues received and expenditures paid for the year then ended, in conformity with the modified cash basis of accounting.



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In accordance with <u>Government Auditing Standards</u>, we have also issued our report dated September 9, 2003 on our consideration of Washington County, Kentucky's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grants. That report is an integral part of an audit performed in accordance with <u>Government Auditing Standards</u> and should be read in conjunction with this report in considering the results of our audit.

The accompanying financial information listed as supporting schedules in the table of contents is presented for purposes of additional analysis and is not a required part of the financial statements of Washington County, Kentucky. Such information has been subjected to the auditing procedures applied in the audit of the financial statements and, in our opinion, is fairly stated, in all material respects, in relation to the financial statements taken as a whole.

Respectfully submitted,

Edward B. Hatchett, Jr. Auditor of Public Accounts

Audit fieldwork completed - September 9, 2003

### WASHINGTON COUNTY OFFICIALS

#### For The Fiscal Year Ended June 30, 2002

#### **Fiscal Court Members:**

John A. Settles County Judge/Executive

Ernest Reed Geoff Magistrate
Terry L. Tingle Magistrate
William "Billy" Riney, Jr. Magistrate
Hal B. Goode Magistrate
Edward Gregory "Greg" Simms Magistrate
Harold "Simion" Cambron Magistrate

#### **Other Elected Officials:**

Hamilton B. Simms County Attorney

Steve Hardin Jailer

A. H. "Bubba" Roberston County Clerk

George Graves Circuit Court Clerk

Thomas A. Bartley, Jr. Sheriff

Margaret A. Platt Property Valuation Administrator

Freddie Carey Coroner

#### **Appointed Personnel:**

Carla D. Hardin County Treasurer

George Ann Palmer Occupational Tax Collector

Sheila D. Smith Finance Officer

# STATEMENT OF ASSETS, LIABILITIES, AND EQUITY ARISING FROM CASH TRANSACTIONS

### WASHINGTON COUNTY STATEMENT OF ASSETS, LIABILITIES, AND EQUITY ARISING FROM CASH TRANSACTIONS

June 30, 2002

Governmental	
Fund Type	

	(	General
Assets and Other Resources		
Assets		
Cash and Cash Equivalents	\$	634,227
Total Assets	\$	634,227
Other Resources		
Amounts to Be Provided in Future Years for: Capital Lease (Note 4)	\$	108,808
Total Other Resources	\$	108,808
Total Assets and Other Resources	\$	743,035

### WASHINGTON COUNTY STATEMENT OF ASSETS, LIABILITIES, AND EQUITY ARISING FROM CASH TRANSACTIONS June 30, 2002 (Continued)

	(	General
Liabilities and Equity		
<u>Liabilities</u>		
Capital Lease (Note 4) Payroll Liabilities	\$	108,808 19,748
Total Liabilities	\$	128,556
<u>Equity</u>		
Fund Balances: Unreserved	\$	614,479
Total Equity	\$	614,479
Total Liabilities and Equity	\$	743,035

# STATEMENT OF CASH RECEIPTS, CASH DISBURSEMENTS, AND CHANGES IN CASH BALANCES

### WASHINGTON COUNTY STATEMENT OF CASH RECEIPTS, CASH DISBURSEMENTS, AND CHANGES IN CASH BALANCES

For The Fiscal Year Ended June 30, 2002

	General Fund Type							
<u>Cash Receipts</u>		General Fund	I	Road and Bridge Fund	<u>J</u>	ail Fund	Gov Ec	Local wernment conomic ssistance Fund
Schedule of Operating Revenue Other Financing Sources:	\$	1,982,839	\$	1,524,360	\$	41,445	\$	45,616
Transfers In Kentucky Advance Revenue Program		470,900		65,000		216,186		
Total Cash Receipts	\$	2,453,739	\$	1,589,360	\$	257,631	\$	45,616
Cash Disbursements								
Comparative Schedule of Final Budget and Budgeted Expenditures Other Financing Uses: Transfers Out Capital Lease Principal Paid Kentucky Advance Revenue Program Repaid	\$	2,099,434 281,186 55,914 470,900	\$	1,553,017	\$	259,108	\$	33,648
Total Cash Disbursements	\$	2,907,434	\$	1,553,017	\$	259,108	\$	33,648
Excess (Deficiency) of Cash Receipts Over (Under) Cash Disbursements Cash Balance - July 1, 2001	\$	(453,695) 868,162	\$	36,343 130,684	\$	(1,477) 4,654	\$	11,968 17,840
Cash Balance - June 30, 2002	\$	414,467	\$	167,027	\$	3,177	\$	29,808

### WASHINGTON COUNTY STATEMENT OF CASH RECEIPTS, CASH DISBURSEMENTS, AND CHANGES IN CASH BALANCES For The Fiscal Year Ended June 30, 2002 (Continued)

General
Fund Type

•	Red	Jimtown evelopment oject Grant Fund	(M	Totals emorandum Only)
	\$	237,495	\$	3,831,755
				281,186 470,900
	\$	237,495	\$	4,583,841
	\$	237,495	\$	4,182,702
				281,186 55,914
				470,900
•	\$	237,495	\$	4,990,702
	\$		\$	(406,861) 1,021,340
	\$	0	\$	614,479

#### WASHINGTON COUNTY NOTES TO FINANCIAL STATEMENTS

June 30, 2002

#### Note 1. Summary of Significant Accounting Policies

#### A. Reporting Entity

The financial statements of Washington County include the funds, agencies, boards, and entities for which the fiscal court is financially accountable. Financial accountability, as defined by Section 2100 of the GASB Codification of Governmental Accounting and Financial Reporting Standards, as amended by GASB 14, was determined on the basis of the government's ability to significantly influence operations, select the governing authority, participate in fiscal management and the scope of public service. Based upon the application of the criteria stated in GASB 14, there are no component units which merit consideration as part of the reporting entity.

#### Additional - Washington County Constitutional Elected Officials

- Circuit Court Clerk
- County Attorney
- County Clerk
- County Sheriff
- Property Valuation Administrator

The Kentucky constitution provides for election of the above officials from the geographic area constituting Washington County. Pursuant to state statute, these officials perform various services for the Commonwealth of Kentucky, its judicial courts, the fiscal court, various cities and special districts within the county, and the board of education. In exercising these responsibilities, however, they are required to comply with state laws. Audits of their financial statements are issued separately and individually and can be obtained from their respective administrative offices.

#### B. Fund Accounting

Fund accounting is designed to demonstrate legal compliance and to aid financial management by segregating transactions related to certain government functions or activities. The government uses funds to report on its financial position and the results of its operations. A fund is a separate accounting entity with a self-balancing set of accounts. Washington County Fiscal Court's fund types, a definition of each, and county funds included within each fund type are listed below.

### 1) General Fund Type

General Fund Type accounts for all financial resources except those required to be accounted for in another fund type. The Washington County General Fund Type includes the following county funds: General Fund, Road and Bridge Fund, Jail Fund, Local Government Economic Assistance Fund and the Jimtown Redevelopment Project Grant Fund.

Note 1. Summary of Significant Accounting Policies (Continued)

#### C. Basis of Accounting

For all fund types, the county utilizes a modified cash basis of accounting, which is a comprehensive basis of accounting other than accounting principles generally accepted in the United States of America. Under this basis of accounting, assets, liabilities, and related revenues and expenditures are recorded when they result from cash transactions, with a few exceptions. This modified cash basis recognizes revenues when received and expenditures when paid. Long-term receivables, long-term obligations and amounts to be provided in future years to retire debt are recorded in the financial statements. The amount to be provided in future years to retire debt is offset by any cash or cash equivalents held by the county in a bond or debt service fund.

The State Local Finance Officer does not require the county to maintain a general fixed assets group of accounts; therefore the value of the county's fixed assets are not included in the financial statements. These fixed assets include buildings, equipment and land that are owned by the county.

#### D. Legal Compliance - Budget

The Washington County budget is adopted on a cash basis of accounting and according to the laws of Kentucky as required by the State Local Finance Officer. The County Judge/Executive is required to submit estimated receipts and proposed expenditures to the fiscal court by May 1 of each year. The budget is prepared by fund, function, and activity and is required to be adopted by the fiscal court by July 1.

The fiscal court may change the original budget by transferring appropriations at the activity level; however, the fiscal court may not increase the total budget without approval by the State Local Finance Officer. Expenditures may not exceed budgeted appropriations at the activity level.

#### E. Cash and Investments

Cash includes amounts in bank accounts, and investments are stated at cost. Investments may include certificates of deposit on the financial statements; however, for the purpose of disclosing credit risk (Note 3), investments exclude certificates of deposit.

KRS 66.480 authorizes the county to invest in the following, including but not limited to, obligations of the United States and of its agencies and instrumentalities, obligations and contracts for future delivery or purchase of obligations backed by the full faith and credit of the United States, obligations of any corporation of the United States government, bonds or certificates of indebtedness of this state, and certificates of deposit issued by or other interest-bearing accounts of any bank or savings and loan institution which are insured by the Federal Deposit Insurance Corporation (FDIC) or which are collateralized, to the extent uninsured, by any obligation permitted by KRS 41.240(4).

Note 1. Summary of Significant Accounting Policies (Continued)

#### F. Related Organizations

A related organization is an entity for which a primary government is not financially accountable. It does not impose will or have a financial benefit or burden relationship, even if the primary government appoints a voting majority of the related organization's governing board. Based on these criteria, the Library is considered a related organization of Washington County Fiscal Court.

#### Note 2. Employee Retirement System

The county has elected to participate in the County Employees Retirement System (CERS), pursuant to KRS 78.530 administered by the Board of Trustees of the Kentucky Retirement Systems. This is a multiple-employer public retirement system which covers all eligible full-time employees. Benefit contributions and provisions are established by statute. Nonhazardous covered employees are required to contribute 5 percent of their salary to the plan. The county's contribution rate for nonhazardous employees was 6.41 percent. Hazardous covered employees are required to contribute 8 percent of their salary to the plan. The county's contribution rate for hazardous employees was 16.28 percent.

Benefits fully vest on reaching five years of service for nonhazardous employees. Aspects of benefits for nonhazardous employees include retirement after 27 years of service or age 65. Aspects of benefits for hazardous employees include retirement after 20 years of service or age 55.

Historical trend information showing the CERS' progress in accumulating sufficient assets to pay benefits when due is presented in the Kentucky Retirement Systems' annual financial report.

#### Note 3. Deposits

The county maintained deposits of public funds with depository institutions insured by the Federal Deposit Insurance Corporation (FDIC). According to KRS 66.480(1)(d) and KRS 41.240(4), the depository institution should pledge or provide sufficient collateral which, together with FDIC insurance, equals or exceeds the amount of public funds on deposit at all times. In order to be valid against the FDIC in the event of failure or insolvency of the depository institution, this pledge or provision of collateral should be evidenced by an agreement between the county and the depository institution, signed by both parties, that is (a) in writing, (b) approved by the board of directors of the depository institution or its loan committee, which approval must be reflected in the minutes of the board or committee, and (c) an official record of the depository institution. These requirements were met, and as of June 30, 2002, the county's deposits were fully insured or collateralized at a 100% level with collateral of either pledged securities held by the county's agent in the county's name, or provided surety bond which named the county as beneficiary/obligee on the bond.

#### Note 4. Capital Leases Agreements

#### A. Mackville Fire Truck

On November 26, 1997, the fiscal court on behalf of the Mackville Fire Department entered into an agreement with the Kentucky Area Development Districts Financing Trust in the amount of \$75,000 at an interest rate of 6.20% for the acquisition of a fire truck. The lease term is for 15 years with balance to be paid in full on May 20, 2008. The Mackville Fire Department makes the principal and interest payments to Fifth Third Bank (the trustee). Principal payment requirements and scheduled interest for the remaining term of the agreement are as follows:

Fiscal Year Ended	5	Scheduled	Scheduled	
June 30	Interest		F	Principal
2003	\$	4,399	\$	5,000
2004		4,087		5,000
2005		3,775		5,000
2006		3,463		5,000
2007		3,151		5,000
2008		2,839		48,000
		_		_
Totals	\$	21,714	\$	73,000

#### B. Willisburg Fire Truck

On August 15, 1995, the fiscal court on behalf of the Willisburg Fire Department entered into an agreement with the Kentucky Association of Counties Leasing Trust Program in the amount of \$42,000 at an interest rate of 4.58% for the acquisition of a fire truck. The lease term is for 10 years with balance to be paid in full on September 20, 2005. During the fiscal year, the county received \$5,594 in interest and principal from the Willisburg Fire Department. The county then paid the debt service payments to Bank One (the trustee). Principal payment requirements and scheduled interest for the remaining term of the agreement are as follows:

Fiscal Year Ended June 30	cheduled Interest	Scheduled Principal	
2003	\$ 768	\$	4,616
2004	504		4,832
2005	228		5,058
2006	 12		1,302
Totals	\$ 1,512	\$	15,808

#### Note 4. Capital Leases Agreements (Continued)

#### C. Rescue Vehicle

On February 10, 1999, the fiscal court on behalf of the Washington County Rescue Squad entered into an agreement with the Kentucky Association of Counties Leasing Trust Program in the amount of \$50,000 at an interest rate of 4.10% for the acquisition of a rescue truck. The lease term is for 7 years with balance to be paid in full on January 20, 2006. During the fiscal year, the county received \$6,670 in interest and principal from the Washington County Rescue Squad. The county then paid the debt service payments to Bank One (the trustee). Principal payment requirements and scheduled interest for the remaining term of the agreement are as follows:

Fiscal Year Ended June 30		Scheduled Interest	_	Scheduled Principal
2002	Φ.	222	Φ.	
2003	\$	883	\$	6,000
2004		590		6,000
2005		261		7,000
2006		30		1,000
Totals	\$	1,764	\$	20,000

#### D. Ambulance

The fiscal court paid off early a lease from the Kentucky Association of Counties Leasing Trust Program. The amount of early payment of principal was \$15,508. The lease was originally to be paid in full on December 20, 2002.

# COMPARATIVE SCHEDULE OF BUDGETED TO ACTUAL OPERATING REVENUE

# WASHINGTON COUNTY COMPARATIVE SCHEDULE OF BUDGETED TO ACTUAL OPERATING REVENUE

# For The Fiscal Year Ended June 30, 2002

Budgeted Funds	(	Budgeted Operating Revenue	Actual Operating Revenue	 Over (Under) Budget
General Fund Type				
General Fund Road and Bridge Fund Jail Fund Local Government Economic Assistance Fund Jimtown Redevelopment Project Grant Fund	\$	1,474,708 1,885,075 274,571 34,233 1,000,000	\$ 1,982,839 1,524,360 41,445 45,616 237,495	\$ 508,131 (360,715) (233,126) 11,383 (762,505)
Totals	\$	4,668,587	\$ 3,831,755	\$ (836,832)
Reconciliation				
Total Budgeted Operating Revenue Above Add: Budgeted Prior Year Surplus Less: Other Financing Uses				\$ 4,668,587 1,021,340 (56,500)
Total Operating Budget Per Comparative Schedule Of Final Budget and Budgeted Expenditures				\$ 5,633,427





# WASHINGTON COUNTY SCHEDULE OF OPERATING REVENUE

For The Fiscal Year Ended June 30, 2002

e
78
55
46
38
18
69
51
55
5 4 3 1 5



# COMPARATIVE SCHEDULE OF FINAL BUDGET AND BUDGETED EXPENDITURES

# WASHINGTON COUNTY COMPARATIVE SCHEDULE OF FINAL BUDGET AND BUDGETED EXPENDITURES

For The Fiscal Year Ended June 30, 2002

	GENERAL FUND TYPE					
Expenditure Categories		Final Budget		Budgeted penditures		Under (Over) Budget
General Government	\$	613,949	\$	545,462	\$	68,487
Protection to Persons and Property	Ψ	978,084	Ψ	874,346	Ψ	103,738
General Health and Sanitation		228,681		223,094		5,587
Social Services		1,016,135		249,454		766,681
Recreation and Culture		274,412		255,113		19,299
Transportation Facilities and Services		18,120		2,903		15,217
Roads		1,873,682		1,473,893		399,789
Bus Services		27,500		20,908		6,592
Debt Service		12,790		9,281		3,509
Capital Projects		204,000		203,355		645
Administration		386,074		324,893		61,181
Total Operating Budget - General Fund Type	\$	5,633,427	\$	4,182,702	\$	1,450,725
Other Financing Uses: Borrowed Money-						
Kentucky Advanced Revenue Program - Principal				470,900		(470,900)
Capital Lease Agreement-		56 500		55.014		586
Principal on Lease		56,500		55,914	-	380
TOTAL BUDGET - GENERAL						
FUND TYPE	\$	5,689,927	\$	4,709,516	\$	980,411



REPORT ON COMPLIANCE AND ON INTERNAL CONTROL OVER FINANCIAL REPORTING BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS



# EDWARD B. HATCHETT, JR. AUDITOR OF PUBLIC ACCOUNTS

To the People of Kentucky
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Report On Compliance And On Internal Control Over Financial Reporting Based On An Audit Of Financial Statements Performed In Accordance With Government Auditing Standards

We have audited the financial statements of Washington County, Kentucky, as of and for the year ended June 30, 2002, and have issued our report thereon dated September 9, 2003. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in <u>Government Auditing Standards</u> issued by the Comptroller General of the United States.

#### Compliance

As part of obtaining reasonable assurance about whether Washington County's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grants, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance that are required to be reported under Government Auditing Standards.

#### Internal Control Over Financial Reporting

In planning and performing our audit, we considered Washington County's internal control over financial reporting in order to determine our auditing procedures for the purpose of expressing our opinion on the financial statements and not to provide assurance on the internal control over financial reporting. Our consideration of the internal control over financial reporting would not necessarily disclose all matters in the internal control over financial reporting that might be material weaknesses. A material weakness is a condition in which the design or operation of one or more of the internal control components does not reduce to a relatively low level the risk that misstatements in amounts that would be material in relation to the financial statements being audited may occur and not be detected within a timely period by employees in the normal course of performing their assigned functions. We noted no matters involving the internal control over financial reporting and its operation that we consider to be material weaknesses.



Report On Compliance And On Internal Control Over Financial Reporting Based On An Audit Of Financial Statements Performed In Accordance With Government Auditing Standards (Continued)

This report is intended solely for the information and use of management and is not intended to be, and should not be, used by anyone other than the specified party.

Respectfully submitted,

Edward B. Hatchett, Jr. Auditor of Public Accounts

Audit fieldwork completed - September 9, 2003

### CERTIFICATION OF COMPLIANCE -LOCAL GOVERNMENT ECONOMIC ASSISTANCE PROGRAM

# WASHINGTON COUNTY FISCAL COURT

For The Fiscal Year Ended June 30, 2002

#### **CERTIFICATION OF COMPLIANCE**

#### LOCAL GOVERNMENT ECONOMIC ASSISTANCE PROGRAM

#### WASHINGTON COUNTY FISCAL COURT

For The Fiscal Year Ended June 30, 2002

The Washington County Fiscal Court hereby certifies that assistance received from the Local Government Economic Assistance Program was expended for the purpose intended as dictated by the applicable Kentucky Revised Statutes.

John A, Settles
County Judge/Executive

Carla D. Hardin County Treasurer